

## Trustee Code of Conduct

As a Trustee I will respect and uphold the values of The Signalong Group:

**Signalong is committed to empowering children and adults with impaired communication to understand and express their needs, choices and desires by providing vocabulary for life and learning. Our aim is greater fulfilment of potential and independence by reducing challenging behaviour and improving self-esteem and relationships.**

### General

- I will act within the governing document of Signalong The Communication Charity and the law, and abide by the policies and procedures of the organisation. This includes having a knowledge of the contents of the governing document and relevant policies and procedures.
- I will support the objects and mission of Signalong The Communication Charity, championing it, using any skills or knowledge I have to further that mission and seeking expert advice where appropriate.
- I will be an active trustee, making my skills, experience and knowledge available to Signalong The Communication Charity and seeking to do what additional work I can outside trustee meetings, including sitting on sub-committees.
- I will respect organisational, board and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
- I will develop and maintain a sound and up-to-date knowledge of Signalong The Communication Charity and its environment. This will include an understanding of how Signalong The Communication Charity operates, the social, political and economic environment in which it operates and the nature and extent of its work.
- I will use Signalong The Communication Charity's resources responsibly, and when claiming expenses will do so in line with Signalong The Communication Charity procedures.
- I will seek to be accountable for my actions as a trustee of Signalong The Communication Charity, and will submit myself to whatever scrutiny is appropriate.
- I accept my responsibility to ensure that Signalong The Communication Charity is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.
- I will facilitate a dispute resolution and accept my responsibility by delegation by the Board if required to do so.
- I will undertake a Disclosure Barring Service (DBS formerly CRB) check if requested by the Board and respect the findings.

## Managing Interests

- I will not gain materially or financially from my involvement with Signalong The Communication Charity unless specifically authorised to do so.
- I will act responsibly as defined by the Board of Trustees and The Chief Executive as a whole, and not as a representative of any group – considering what is best for Signalong The Communication Charity and its present and future beneficiaries and avoiding bringing Signalong The Communication Charity into disrepute.
- Unless authorised, I will not put myself in a position where my personal interests conflict with my duty to act in the interests of the organisation. Where there is a conflict of interest I will ensure that this is managed effectively in line with Signalong The Communication Charity's policy. I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.

## Meetings

- I will attend all appropriate meetings and other appointments at Signalong The Communication Charity or give apologies. If I cannot regularly attend meetings I will consider whether there are other ways I can engage with Signalong The Communication Charity.
- I will prepare fully for all meetings and work for the organisation. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
- I will actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.
- I will participate in collective decision making, accept a majority decision of the board and will not act individually unless specifically authorised to do so.

## Governance

- I will actively contribute towards improving the governance of the trustee board, participating in induction and training and sharing ideas for improvement with the board.
- I will help to identify good candidates for trusteeship at Signalong The Communication Charity and, with my fellow trustees, will appoint new trustees in accordance with agreed selection criteria.

## Relations with Others

- I will endeavour to work considerately and respectfully with all those I come into contact with at Signalong The Communication Charity I will respect diversity, different roles and boundaries, and avoid giving offence.
- I recognise that the roles of trustees, volunteers and staff of Signalong The Communication Charity are different, and I will seek to understand and respect the difference between these roles. Where I also volunteer with the organisation I will maintain the separation of my role as a trustee and as a volunteer.



- I will seek to support, encourage and challenge the Board, The Chief Executive, staff and all those I come into contact with at Signalong The Communication Charity. In particular I recognise my responsibility to support the Chair and The Chief Executive.
- I will not make public or social media comments about the organisation unless authorised to do so. Any public or social media comments I make about Signalong The Communication Charity will be considered and in line with organisational policy, whether I make them as an individual or as a trustee.

### Leaving the Board

- I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the trustee board.
- Should this happen I will be given the opportunity to be heard. In the event that I am asked to resign from the board I will accept the majority decision of the board in this matter and resign at the earliest opportunity.
- If I wish to cease being a trustee of Signalong The Communication Charity at any time, I will inform the chair in advance in writing, stating my reasons for leaving.
- When I cease being a trustee of Signalong The Communication Charity, I will not pass on or sell materials or intellectual properties not approved by the Board.

Signed ..... Date .....

Name .....

**Reproduced from Codes of Conduct for Trustee Developing and using trustee codes of conduct published by Trustee Charity Networks**